

**POLICY AND PROCEDURES FOR APPOINTMENT AND EVALUATION
OF
LECTURER FACULTY MEMBERS IN THE DEPARTMENT OF
ENGLISH
Revised February 2016**

Legend

CBA	Collective Bargaining Agreement between the Board of Trustees of The California State University and the California Faculty Association
ARTP	Appointment, Retention, Tenure, and Promotion
UARTP	University Appointment, Retention, Tenure, and Promotion policies and procedures of CSUS

Nothing in the following policies and procedures should be interpreted as taking precedence over provisions in the CBA and in the University Appointment, Retention, Tenure, and Promotion (ARTP) policies and procedures of this campus.

INTRODUCTION

The primary level review, evaluation, and recommendation process for part-time and full-time temporary appointments of Lecturer (or Temporary) Faculty Members (s) will be conducted by the Lecturer Personnel Committee of the Department of English. The Lecturer Personnel Committee is composed of no fewer than six tenured, full-time faculty members. The membership will include the Committee Chair, the Writing Programs Coordinator (or designate), and four other members who will be nominated through the established Department rotation and placed on a slate that will be confirmed via ballot at the beginning of Fall semesters. Each year, the Department Chair will compose the list by rotating those who have served most recently and have finished their terms to the bottom of the rotation list and then promoting those whose service has been less recent to the top. The full rotation list will be sent to all potential committee members by the Department Chair at the time of, or before, the composition of the slate. Other tenured faculty may self-nominate for single years, and will be placed on the slate that will be confirmed via ballot at the beginning of Fall semesters. If the slate is voted down, a new slate will be composed of eligible faculty by moving down the list of rotation, and the new slate will be confirmed via ballot in the Fall semester. For members who do not serve ex-officio or self-nominate for a single year, the length of service will be two years. The Chair of the committee is a Vice Chair of the English Department.

In the event that a Lecturer must be hired or evaluated for an area where a field specialist is not represented on the constitution of the Committee, the Lecturer Personnel Committee is required to invite the members from that field to elect a representative. The elected representative shall be a voting member of the Committee on an *ad hoc* basis for that (those) positions only. Faculty members, however, are not required to serve as the *ad hoc* field representative. Further, serving as an *ad hoc* member will not replace or change a faculty member's turn on the rotation.

1. ASSIGNMENTS

1.1 In making recommendations for lecturer faculty assignments in a given semester, the Department Chair shall follow both the ranked lists (RL) compiled by the Lecturer Personnel Committee and the Scheduling Priorities. The RL are informed by the annual evaluations of lecturer faculty by the Lecturer Personnel Committee, and the RL inform the teaching assignments, which are made using Scheduling Priorities. The Chair shall refer to the most recent departmental RL, as produced by the Lecturer Personnel Committee, as the recommendation for assigning work to lecturer faculty but shall not be bound by the RL since curricular and programmatic needs for the major shall take precedence. If, for rare and compelling reasons, the Department Chair should choose to depart from the order specified by the annual RL, he/she shall first consult with the Lecturer Personnel Committee and then submit to the Lecturer Personnel Committee his/her reasons in writing before making any recommendation that does not follow the order of the ranked lists.

1.2. Lecturer faculty member does not refer to Teaching Associates, Instructional Student Assistants, Student Assistants, nor Staff Tutors, who are selected under other policies and procedures.

1.3. With appropriate qualifications, lecturer faculty members are eligible to teach courses from RL as designated by the department:

Composition	ENGL 60, 10, 11, 1, 5, 20, 21, 109W
Multilingual Composition	ENGL 60M, 85, 86, 87, 10M, 11M, 5M, 20M, 109M
Linguistics for Liberal Studies	ENGL 16
116A	ENGL 116A
Children's Literature	ENGL 116B
Advanced Composition	ENGL 120A, 120P

(a) Lecturer faculty members are eligible to teach on a list are to be so designated by Lecturer Personnel Committee.

(b) Lecturer faculty members may be eligible for one or more lists.

(c) Lecturer Personnel Committee may establish new RL for particular courses based on the need for special qualifications for those courses.

(d) Lecturer Personnel Committee will invite all lecturer faculty members to apply to additional lists every year.

1.4 Appointments should be consistent with article 12 of the CBA.

1.5. The Department Chair shall send each lecturer faculty member upon appointment by the College Dean, a written statement of class or classes to be taught; of the obligation to hold office hours; of office space and equipment; and of policy and procedures on evaluation and appointment.

1.6. The Department of English shall notify all lecturer faculty members who have taught in either fall or spring semester of the current year that they must reapply if they wish to remain under consideration for the applicant pool for the following year. It is the applicant's responsibility to notify the Department Chair by the specified deadline of his/her wish to become part of the applicant pool for the following year. Each year, the lecturer faculty member's application shall be placed in his/her PAF.

2. APPOINTMENTS

- 2.1 The Department of English shall send advertisements to the College Dean and Office of Human Resources annually in Spring for applicants for such courses as require temporary part-time appointments.
- (a) To qualify for appointment on the Composition list, a lecturer faculty member -candidate shall possess, in order of priority, an M.A. in English; M.A. in TESOL; or M.A. in a related field. To qualify for appointment on the Multilingual Composition list, a lecturer faculty member -candidate shall possess, in order of priority, an M.A. in TESOL; M.A. in English; or M.A. in a related field. To qualify for appointment on the Linguistics for Liberal Studies list, a lecturer faculty member -candidate shall possess, in order of priority, an M.A. in Applied Linguistics or a related field; a Ph.D. is preferred. To qualify for the 116A list a lecturer faculty member -candidate shall possess, in order of priority, an M.A. in Applied Linguistics; a Ph.D. is preferred. To qualify for appointment on the Advanced Composition list, a lecturer faculty member -candidate shall possess, in order of priority, an M.A. in English or a related field; a Ph.D. is preferred. To qualify for appointment on the Children's Literature list, a lecturer faculty member -candidate shall possess, in order of priority, an M.A. in Literature or a related field; a Ph.D. is preferred. Candidates with relevant teaching experience at a community college or university level will be preferred.
 - (b) All applicants for the lecturer faculty member -applicant pool must be evaluated by both the Lecturer Personnel Committee and the Department Chair—the latter acting independently, consistent with the applicable provisions of the CBA.
 - (c) New applicants judged, on the basis of the screening process, to be not only qualified but also sufficiently meriting consideration, will be invited to submit materials similar or equivalent to those of applicants previously evaluated. After review of these materials, candidates will be selected for interviews. Each candidate will then be evaluated and, if deemed eligible, become a member of the lecturer faculty member -applicant pool.
 - (d) For those applicants who have taught previously for the CSUS Department of English and been previously interviewed or evaluated, an interview will not be conducted, unless the period of time during which they have not taught for the CSUS Department of English exceeds three years, at which point the gap in service becomes significant.
 - (e) After the interview, candidates will be ranked based on evidence from the interview and the applicant's file, and according to the criteria of merit and competence in 4.2 and 4.4 below.
- 2.2. Any lecturer faculty member on the list will go through the usual hiring and evaluation procedures. Those hired under emergency conditions (such as when the list is unforeseeably exhausted shortly before the beginning of a semester) will be given a one-semester appointment only.
- 2.3. Only individuals who are part of the current applicant pool may be considered for appointment, with the exception of emergency conditions cited above under Section 2.2.

- 2.4. Lecturer faculty members shall be notified of the prospect of appointment as soon as possible after the class schedule is drawn up for the succeeding semesters; however, appointments cannot ordinarily be made until near the beginning of the semester.

3. EVALUATION

- 3.1. For evaluation decisions, a Working Personnel Action File (WPAF) meeting University requirements shall be created for each lecturer faculty member being evaluated.
- 3.2. All lecturer faculty members shall have their courses evaluated by students during the period under review as specified by the CBA and by the UARTP, using a standard evaluation form approved by the Department of English. Course evaluations may be conducted via paper or online. These student evaluations must be placed in the lecturer faculty member's PAF by the custodian of the files. The following English classes are exempt from required student evaluations: ENGL 10, 10M, 1X, 109X, 121, 195A, 195C, 410A, 410C, 410B, 410E, 410F, 598T, 500 and 599.
- 3.3. Each lecturer faculty member shall be required to have classroom observations and classroom visitation reports completed by tenured members of the Department of English.
 - (a) Each lecturer faculty member shall have two classroom observations for each of the first two years that he/she teaches in the Department. Each year, one classroom observation shall be conducted by a Lecturer Personnel Committee member, and one shall be conducted by a tenured English faculty member who is not on Lecturer Personnel Committee. Lecturers must be given at least ten days advance notice of any classroom observation.
 - (b) After the first two years of employment, classroom observations shall be conducted at the request of lecturer faculty and can be done by any tenured English faculty member. Lecturer faculty members may file a rebuttal to the classroom visit report, which will be placed in the WPAF.
- 3.4. Written reports of classroom visitations will be placed in the WPAF and will be used in the evaluation process.
- 3.5. Lecturer faculty members shall use a standard Index form provided by the Lecturer Personnel Committee to list all relevant data in the WPAF. The Index will be permanently placed in the PAF.
- 3.6. Discussion and evaluation of a lecturer faculty member's qualifications and effectiveness as a teacher shall be limited to the material and information contained in the lecturer faculty member's WPAF (see 3.7. below).
- 3.7. The WPAF shall contain the following materials:
 - (a) The materials described below, submitted by the lecture faculty member, as evidence of teaching effectiveness no later than the seventh week of the semester in which the lecturer faculty member is being evaluated;

- (i) Index to materials submitted;
 - (ii) A representative course syllabus from the period under evaluation;
 - (iii) Lecturer faculty members may also submit other materials pertaining to teaching effectiveness, such as a Statement of Self-Evaluation and/or a CV.
 - (b) The following materials from the PAF, as specified in 3.13. and 3.14. below, provided by the English department:
 - (i) Results of student evaluations from classes in the period under review;
 - (ii) Written student comments;
 - (iii) Class visitation reports as noted in 3.13. below.
- 3.8. During evaluation, all materials in the WPAF shall be deemed incorporated by reference into the Personnel Action File (PAF) but need not be physically placed in the PAF.
- 3.9. A Personnel Action File (PAF) meeting University requirements shall be maintained for each lecturer faculty member. The lecturer faculty member is responsible for submitting information required by university evaluation procedures. The PAF for each lecturer faculty member shall be maintained in the office of the Dean of the College of Arts and Letters.
- 3.10. After the materials in the WPAF have been submitted by the lecturer faculty member -and after the lecturer faculty member- has signed to indicate that he/she has submitted everything relevant and necessary to the file, the WPAF becomes the PAF and may not be changed nor added to by the lecturer faculty member until the evaluation is complete.
- 3.11. The PAF shall be held in confidence. Access to a lecturer faculty member's PAF shall be limited only to persons with official business. The custodian shall log all instances of access to the lecturer faculty member's PAF. Such a log record shall be a part of the PAF.
- 3.12. The PAF shall indicate the location of other records regarding a lecturer faculty member kept on the campus to which the lecturer faculty member has access.
- 3.13. The PAF shall contain the following material submitted by the custodian of the file:
- (a) Record of location of other files;
 - (b) Access log;
 - (c) Appointment letter and other relevant appointment information;
 - (d) Results of standardized student evaluations;
 - (i) Course Evaluation forms for the period under review shall be incorporated by reference.
 - (e) Class visitation reports, if any;

- (f) All evaluations, recommendations, rebuttals, and decisions for annual periodic evaluation.
- 3.14. The PAF shall contain the following materials submitted by the lecturer faculty member as evidence of teaching effectiveness:
- (a) Index to materials submitted under 3.7., above;
 - (b) Representative course syllabus from the period under evaluation;
 - (c) Other materials pertaining to teaching effectiveness, such as a Statement of Self-Evaluation and/or a CV.
- 3.15 The Lecturer Personnel Committee shall meet annually in the Fall to review and evaluate the WPAF of all lecturer faculty members who have taught during the previous Academic Year.
- (a) Lecturer faculty members with a one-semester or one-year appointment will be evaluated by a review of their teaching performance during the previous academic year.
 - (b) Lecturer faculty members eligible for an initial three-year appointment will be evaluated by a cumulative review of their teaching performance during the entire qualifying period: the previous six academic years.
 - (c) Lecturer faculty members with a three-year appointment will be evaluated by Lecturer Personnel Committee as follows:
 - (i) Lecturer faculty members in the first year of a three-year appointment will be evaluated by a review of their teaching performance during the previous academic year.
 - (ii) Lecturer faculty members in the second year of a three-year appointment will be evaluated by a review of their teaching performance during the previous academic year.
 - (iii) Lecturer faculty members in the third year of a three-year appointment will be evaluated by a cumulative review of their teaching performance during the entire qualifying period: the previous three academic years since the beginning of that lecturer faculty members current three-year contract.
- 3.16. After the evaluation, a designated member or members of the Lecturer Personnel Committee shall write a formal evaluation for each lecturer faculty member, summarizing the deliberations of the Committee at its annual lecturer faculty member evaluation meeting in the fall. This Written Statement of Evaluation will include explicit evaluation of the lecturer faculty member teaching performance during the period under review as Satisfactory, as Unsatisfactory, or as Outstanding.
- 3.17. The Lecturer Personnel Committee will meet annually in the Fall for approval by a majority of its members the Written Statement of Evaluation of each lecturer faculty member.
- 3.18 At the conclusion of the evaluation procedure, and after the lecturer faculty member has received a Written Statement of Evaluation, he/she has ten days in which to respond.

- 3.19. After the ten-day period, the Department Chair may make an independent, written evaluation of every lecturer faculty member in which he/she concurs, concurs with modification, or does not concur with the Lecturer Personnel Committee's evaluation of the lecturer faculty member's teaching performance in the period reviewed. The Department Chair may include explicit evaluation of the lecturer faculty member's performance during the period under review as Satisfactory, as Unsatisfactory, or as Outstanding.
- 3.20. The Lecturer Personnel Committee's Written Statement of Evaluation, the lecturer faculty member's response (if any), and the Chair's independent written evaluation shall be placed in the lecturer faculty member's PAF.
- 3.21. The Dean of the College of Arts and Letters shall conduct an independent evaluation of the teaching performance of lecturer faculty members who are eligible for an initial three-year appointment and lecturer faculty members who are eligible for a subsequent three-year appointment.
 - (a) The Dean's evaluation of lecturer faculty members eligible for an initial three-year appointment will be a cumulative review of the lecturer faculty member's teaching performance during the entire qualifying period: the previous six academic years.
 - (b) The Dean's evaluation of lecturer faculty members eligible for a subsequent three-year appointment will be a cumulative review of the lecturer faculty member's teaching performance during the entire qualifying period: the three academic years since the beginning of that lecturer faculty member's current three-year contract.
- 3.22. The Dean's written review will include explicit evaluation of the lecturer faculty member's teaching performance during the entire qualifying period as Satisfactory or as Unsatisfactory, and will determine the outcome. The Dean's evaluation (if any) shall be placed in the lecturer faculty member's PAF.

4. RANKING

- 4.1. The Lecturer Personnel Committee shall meet annually in Spring for approval of the RL by a majority of its members.
- 4.2. In constructing the RL, the Lecturer Personnel Committee shall rank by choosing the best-qualified individual and placing that person first. All applicants, regardless of previous employment history at CSUS, will be ranked on the basis of merit and competence using the following criteria teaching effectiveness and special preparation as defined below in 4.4.
- 4.3. The annual RL may be added to during the year with the hiring of additional lecturer faculty members, but only in accordance with Section 1.3. (c) above and with the consultation of the Lecturer Personnel Committee.
- 4.4. Rankings shall be based on two categories, in order of importance: teaching effectiveness and special preparation.

- (a) The category of teaching effectiveness shall include relevant university and community college level teaching experience, which has been evaluated by students, by classroom evaluations by tenured faculty members, and by the Lecturer Personnel Committee's analysis of a syllabus submitted by the applicant and representative of his/her approach to teaching. For new applicants, this category shall be judged according to the file submitted.
 - (b) The category of special preparation shall include relevant degrees earned, articles and/or texts published in the relevant field, attendance at conferences, and other similar information related to the applicant's preparation for teaching.
- 4.5. After considering all relevant material in the WPAF of each lecturer faculty member, the Lecturer Personnel Committee shall proceed to vote. The result of the vote will determine the ranked lists of lecturer faculty members in the Department of English, including those lecturer faculty members with a specified period of employment (for example, a three-year contract) according to provisions in the CBA in force during a given academic year.

Addendum to the “POLICY AND PROCEDURES FOR APPOINTMENT AND EVALUATION OF LECTURER FACULTY MEMBERS IN THE DEPARTMENT OF ENGLISH.”

This addendum applies to those lecturer faculty who are appointed through the Department of English and whose assignment is exclusively within the English Language Institute which is administered by the College of Continuing Education. The English Language Institute (ELI) offers specially designed English language courses that help students achieve their academic and professional goals. The curriculum emphasizes intensive language learning in all areas of English as a Second Language (ESL) including grammar, writing, reading, vocabulary, speaking, listening and pronunciation. Courses in the English Language Institute are not part of the curriculum of the English Department. This collaboration allows for the expertise of English Department faculty to facilitate the hiring and evaluation of faculty in the English Language Institute.

1. Appointment:

Appointments for full-time lecturers as Instructors of Intensive English Language Learning will be made based on the following qualifications:

- a) Master's in TESOL, English, Linguistics, Applied Linguistics or a Master's degree in a closely related field with a TESOL certificate;
- b) directly relevant teaching experience in all English language skills (writing, reading, speaking, and listening), inclusive of ESL teaching experience in intensive ESL programs (IEPs), English for Specific Purposes (ESP), and/or TEFL teacher training.
- c) Experience in program coordination and administrative experience working with second language learners.

1.1. Each candidate will be evaluated based on the application submitted. After review of these materials, candidates may be interviewed by the Intensive English Language Learning Hiring Committee.

1.2. Membership of the Intensive English Language Learning Hiring Committee

The committee will be composed of:

- a) 2 designees of the TESOL Coordinator,
- b) the English Department Chair,
- c) 1 non-voting member from ELI.

2. Evaluation of Intensive English Language Learning Full-Time lecturers:

2.1. For evaluation purposes, a Working Personnel Action File (WPAF) meeting University requirements shall be created for each instructor being evaluated.

2.2. Working Personnel Action File (WPAF) contents

- a) Narrative professional development plan (include curriculum development & supporting documents)
- b) Teaching evaluations for all courses
- c) Syllabus: one class per session
- d) Current Curriculum vita
- e) Teaching observations (1 per CSUS academic semester for the first two years) conducted by a faculty approved by the Evaluation Committee. The instructor will have at least five days advance notice of any observations and is able to submit a rebuttal to any observation

2.3. Evaluation Committee Membership

A separately constituted committee for evaluation shall be comprised of: 2 designees of the TESOL Coordinator

- a) the English Department Chair.
- b) 1 non-voting member from ELI.

2.4. The Evaluation Committee for English Intensive Language Learning Full-Time lecturers will meet each year to produce a written evaluation in accord with the requirements of the CBA of all Intensive English Language Learning Full-Time Lecturers who taught in the previous year.

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